



POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

THE USE AND OPERATION OF STUDENT SECURE HOUSING UNITS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8) IC 11-10-2-9 IC 11-11-5-6 IC 11-11-6-1	02-01-109 03-02-101 03-02-104	ACA: (4-JCF) JTS: 3B-06, 3B-10, 3C-02, 3C-03, 3C-04,

I. PURPOSE:

This policy establishes the guidelines for the use and operation of secured housing units for students.

II. POLICY STATEMENT:

The Department of Correction shall operate student secure housing units in a manner that ensures:

- A. A clean, healthful, safe and secure environment for students and staff;
- B. The participation in all Health Care Services and necessary human service programs available to the confined juvenile population at the specific facility;
- C. The availability of other programs and privileges consistent with facility operations and the classification status of a student; and,
- D. A system which establishes Department guidelines for the review and release process from the secure housing unit.

The admittance of a student to a secured housing unit shall be based upon the:

- A. A student's continued presence in the general population poses a threat to life, public safety, property, self, staff or other students; or,
- B. A student's placement in the general population poses a threat to the orderly operation and security of the facility.

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Activities, programs or personal items required by statute shall not be restricted by the Department to any student in a secured housing unit. A system of monitoring and review shall be established to ensure compliance with this policy and its administrative procedures.

III. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. **CONDUCT REPORT:** A summary of an alleged major violation committed by a student and documented by staff.
- B. **DISPOSITION:** The result of a disciplinary proceeding.
- C. **HEARING:** The reviewing of a disciplinary case by staff not involved in observing or reporting the alleged rule violation.
- D. **ISOLATION:** Any instance when a youth is confined alone for cause or punishment for 15 minutes or more in a room other than the room or cell in which he or she usually sleeps. Isolation can occur in locked or unlocked rooms but cannot occur in large dormitories. For the purposes of PbS data collection, this does not include: protective isolation (for injured youths or youths whose safety is threatened); youth in medical isolation; routine isolation at the time of the youth's admission; or, isolation that is requested by youth.
- E. **PRE-HEARING SEGREGATION:** Temporary removal of the student from the general population to secure housing unit as deemed necessary for safety of the student, safety of other students, safety/security of facility, investigation or pending disciplinary board.
- F. **PROGRAM ACTIVITY:** Any structured activity including, but not limited to, education, passive recreation, volunteer programs, counseling, religious programs, or group activity.
- G. **ROOM CONFINEMENT:** Any instance when a youth is confined for cause or punishment for 15 minutes or more in the room or cell in which he or she usually sleeps (rather than being confined in an isolation cell or room) Youths may be transferred to a designated unit for confinement (e.g. a segregation or program separation unit). Room confinement may occur in locked or unlocked rooms but cannot occur in large dormitories.

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For the purposes of PbS data collection, this does not include time when a youth asks to go to his room or a youth is on medical room confinement. Any instance of room confinement of 15 minutes or more is a reportable PbS event.

- H. SANCTION: A penalty imposed on a student within the procedures of Policy 03-02-101, "Code of Conduct for Students."
 - I. SECURE HOUSING UNIT: An area of a facility identified for the purpose of segregating juveniles from the general population.
 - J. SEGREGATION: Designated cell, room or dormitory for placing youths for cause or punishment (disciplinary purposes) based on facility policy or practice. This includes Special Management Units, Special Program dorms, Lock Down units and Isolation dorms. This practice usually occurs in facilities without individual single rooms for youths and/or where policy dictates that youths be transferred in order not to affect, disrupt or interfere with the programming needs of other residents. For the purposes of PbS data collection, youths placed in segregation dorms or units for cause or punishment (disciplinary purposes) are reportable PbS incident events during data collection months.
 - K. THERAPEUTIC ISOLATION: A form of treatment prescribed by an authorized licensed health care professional which consists of placing a student in a safe and secure room, with the door locked, and monitoring the student (at intervals of 15 minutes or less) while he/she remains in the room. The PbS incident report form shall be filled out.
- IV. GENERAL PRINCIPLES:
- These principles are applicable to all departmental student secure housing units.
- A. Students placed in a secured housing unit shall be provided their due process rights either through Policy 03-02-101, "Code of Conduct for Students," for students placed in a disciplinary unit or Policy 03-02-104, "Juvenile Classification and Comprehensive Case Management," for students placed in administrative segregation or protective custody
 - B. Students placed in a secure housing unit, separate from their normal living quarters, shall not be subjected to:
 - 1. Corporal punishment;

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2. A substantial change in heat, light or ventilation;
3. Restrictions on medical and dental care, access to courts, legal counsel, governmental officials, grievance proceedings, and access to personal legal papers and legal research materials;
4. A deviation from the diet provided to other students in that facility or program;
5. Confinement without an opportunity for at least two (2) hours of program activity per day outside the immediate living quarters (excluding meals and personal hygiene). At least one (1) hour should be of vigorous physical exercise a day, including outdoor recreation when weather permits it, absent abuse of this privilege while in a secure housing unit. If such abuse occurs, the reason for denying access shall be documented in writing and in detail. This opportunity may also be withdrawn if a Medical or Mental Health staff member determines that to so allow could potentially be injurious to the student, to the safety of other students, or to the safety of staff. In an emergency, the staff on duty may make this determination. The staff person making this determination shall consult with and obtain approval from a Medical or Mental Health staff member on-duty or on-call as quickly as possible under the circumstances and shall be documented in writing and in detail. Operational procedures shall identify the documentation routing process;
6. Restriction on authorized or issued clothing, bedding, mail, visitation, reading and writing materials, or the use of hygienic facilities, except for abuse of these. Clothing at a minimum shall include: shirt, underwear, and short or long pants (appropriate for the weather conditions), unless a Medical or Mental Health staff member determines that to do so could potentially be injurious to the student's safety, to the safety of other students, or to the safety of staff. The Facility Head, in consultation with Medical or Mental Health staff at the facility, shall determine the appropriate protective clothing to be issued when it is determined necessary for the students safety or the safety and security of the facility. This determination may, in an emergency, be made by the staff on-duty, who shall then consult and obtain approval from a Medical or Mental Health staff member on-duty or on-call, as quickly as the consultation can be made. This call and approval or denial shall be

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documented in writing and in detail with notification made to the Facility Head or designee immediately following the incident; and,

7. Humiliation, mental abuse, or punitive interference with the daily function of living, such as eating or sleeping.

C. Components of a secure housing unit may include:

1. Administrative Segregation;
2. Disciplinary Segregation; and/or,
3. Therapeutic Isolation.

V. DESIGNATION OF SECURE HOUSING UNITS:

The Facility Head shall determine whether it is applicable to establish a secure housing unit within the facility. The Facility Head shall identify what specific building or area of a building shall be utilized for this purpose.

The Facility Head shall advise the Executive Director of the Division of Youth Services as to the need to establish a secure housing unit within a specific facility. The Executive Director of the Division of Youth Services shall approve or deny the establishment of a unit based upon Department and facility needs.

VI. PRE-HEARING SEGREGATION:

A. Students may be placed in Pre-Hearing SEGREGATION by approval of the Shift Supervisor for:

1. Safety of student;
2. Safety of other students;
3. Safety/Security of facility;
4. Investigation; or,
5. Pending Disciplinary Board

B. The Facility Head/designee shall conduct a review within 24 hours and document on the 24-HOUR SEGREGATION REVIEW FORM (ATTACHMENT I)

1. The 24-HOUR SEGREGATION FORM will be initiated by the Shift Supervisors for review each day to determine if continued

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confinement in segregation is needed. On weekdays, the AM Shift Supervisor will bring the segregation confinement form and the 24 HOUR SEGREGATION FORM to the daily incident monitoring meeting for review by the Facility Head/designee.

2. During Holidays and weekends the 24-HOUR SEGREGATION FORM will be initiated by the Shift Supervisor on each shift to determine if confinement in segregation is needed. If the confinement is still needed then the Shift Supervisor will continue confinement and sign for each subsequent review as needed. If confinement in segregation is not needed then the Shift Supervisor will sign the initial review approval section and then release the student from segregation.

- C. If the student is held in segregation for more than 24 hours, the status of the student shall be reviewed by the Facility Head/designee who was not involved in the incident every 24 hours until the student is release from segregation to determine if the need for such segregation still exists.

VII. ADMINISTRATIVE SEGREGATION:

Students may be placed in administrative segregation by the Facility Head/designee for the student's safety, the safety of others and safety and security of the facility.

The placement of a student on Administrative segregation shall be reviewed by the Facility Head/designee every twenty-four (24) hours to determine the need for continued placement. Students who remain on administrative segregation shall be seen by a Mental Health Professional within 72 hours.

Students on administrative segregation shall be reviewed at a minimum of 7 calendar days by the Classification Committee to determine if the reason for administrative segregation still exists. If administrative segregation is continued then State Form 20838, CLASSIFICATION HEARING RESULTS, shall be completed and forwarded to the Facility Head/designee for approval. If the need for Administrative Segregation continues and exceeds 30 days, then the Facility Head will forward the CLASSIFICATION HEARING RESULTS to the Program Director for the Division of Youth Services for notification

A copy of State Form 39588, SEGREGATION/CONFINEMENT REPORT, shall be delivered to the student upon admission to Administrative Segregation, and the reason for the segregation further discussed with the student by a designated staff

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member. A copy of State Form 39588 SEGREGATION/CONFINEMENT REPORT shall be filed in the student's facility packet, classification section. Students placed in Administrative Segregation shall be visually checked by staff at a minimum every fifteen (15) minutes and visited, either in the room or some other area, at least once each day by staff from administrative, clinical/counseling, religious or medical areas.

A log shall be kept stating:

- A. Who authorized administrative segregation;
- B. Reason for Administrative Segregation;
- C. Persons visiting the student;
- D. The staff authorizing release from Administrative Segregation;
- E. The time of release from Administrative Segregation; and,
- F. Any unusual behavior or special medical/psychological needs.

Entries are to be made by all staff having contact with the secure housing unit students. Operational procedures shall identify appropriate location for documenting entries.

VIII. DISCIPLINARY SEGREGATION:

Students may be placed in Disciplinary Segregation either as a disciplinary sanction or for pre-hearing segregation, if the student's continued presence in the general student population poses a threat to self, others, property or the security of the facility or program. Students placed in pre-hearing segregation shall have a status hearing within twenty-four (24) hours to determine the need for pre-hearing segregation. The student shall have the opportunity to participate in this hearing. For students placed in pre-hearing segregation, the status of the student shall be reviewed by the Facility Head/designee who was not involved in the incident every twenty-four (24) hours to determine if the need for such segregation still exists.

Placement in Disciplinary Segregation shall be in accordance with the administrative procedures for Policy 03-02-101, "Code of Conduct for Students." Students shall be placed in Disciplinary Segregation for no more than (3) three days for a major conduct violation, but shall be released when the student is no longer a threat to self, others or facility security. If the student is charged with a rule violation while in Disciplinary Segregation, appropriate sanctions may be

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applied in accordance with policy 03-02-101, "Code of Conduct with Students," not to exceed a total of five (5) days Disciplinary Segregation.

The Facility Head/designee may determine that for the student's safety, the safety of others and safety and security of the facility, the student may be placed on Administrative Segregation in accordance with Procedure VII above. Students placed in Disciplinary Segregation or pre-hearing segregation shall be visually checked by staff at a minimum every fifteen (15) minutes and visited, either in the room or some other area, at least once each day by staff from administrative, clinical/counseling, religious or medical areas. A log shall be kept stating:

- A. Who authorized segregation;
- B. Type of Segregation (pre-hearing or disciplinary);
- C. Persons visiting the student;
- D. The staff authorizing release from Disciplinary Segregation;
- E. The time of release from Disciplinary Segregation; and,
- F. Any unusual behavior or special medical/psychological needs.

Entries are to be made by all staff having contact with the secure housing unit students. Operational procedures shall identify appropriate location for documenting entries.

IX. ISOLATION:

Students may be placed in Isolation at the approval of the Shift Supervisor. Secure housing areas of the facility or designated isolation areas that are used for "cooling off" period (cooling off period, 15-60 minutes) will follow the following guidelines:

- A. The period of Isolation shall not exceed sixty (60) minutes, and the duration of the restriction shall be specified at the time of assignment and documented on State Form 21168, REPORT OF ROOM RESTRICTION/TIME OUT
- B. Prior to the restriction, the reasons for the restriction shall be explained to the student by the staff member making the assignment and the student shall be afforded the opportunity to explain his/her behavior that led to the restriction.

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- C. During Isolation, staff visual contact with the student shall be made and documented at a minimum of every fifteen (15) minutes on State Form 21168, REPORT OF ROOM RESTRICTION/TIME OUT. PbS Incident Report shall be filled out. The student's emotional state will aid in determining whether the restriction shall continue to the previously assigned time.
- D. The student shall be released from Isolation as soon as it is determined that the "cooling off period" is no longer needed, but shall not exceed one (1) hour (60 minutes).

X ROOM CONFINEMENT:

Students may be placed in Room Confinement at the approval of the Shift Supervisor. When individual sleeping rooms are used for time-out, the "cooling off" period (cooling off period, 15-60 minutes) will follow the following guidelines:

- A. The period of Room Confinement shall not exceed sixty (60) minutes, and the duration of the restriction shall be specified at the time of assignment and documented on State Form 21168, REPORT OF ROOM RESTRICTION/TIME OUT.
- B. Prior to the restriction, the reasons for the restriction shall be explained to the student by the staff member making the assignment and the student shall be afforded the opportunity to explain his/her behavior that led to the restriction.
- C. During Room Confinement, staff visual contact with the student shall be made and documented at a minimum of every fifteen (15) minutes on State Form 21168, REPORT OF ROOM RESTRICTION/TIME OUT. The PbS Incident Report shall be completed. The student's emotional state will aid in determining whether the restriction shall continue to the previously assigned time.
- D. The student shall be released from Room Confinement as soon as it is determined that the "cooling off period" is no longer needed, but shall not exceed one (1) hour (60 minutes).

XI. THERAPEUTIC ISOLATION:

A student whose behavior warrants a more restrictive environment due to posing a threat to self or the safety of staff and other students may be placed in therapeutic

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isolation as authorized by a licensed health care professional in accordance with applicable Health Care Services Directives or Mental Health Services Directives.

Secure housing unit privileges may be suspended during the time a student is secluded, upon recommendation by Health Care or Mental Health staff and approval of the Facility Head/designee. If the need for Therapeutic Isolation exceeds (7) seven days then the Facility Head/designee will forward documentation to the Program Director for the Division of Youth Services for notification.

Operational procedures shall identify the documentation routing process and frequency of visual checks (at intervals of fifteen (15) minutes or less).

XII. SUSPENSION OF RIGHTS/PROCEDURES:

Any rights and/or procedures enumerated in these administrative procedures may be suspended upon declaration by the Facility Head or designee that an emergency situation exists, as provided in Policy 02-03-102, "Emergency Response Operations." Upon resolution of the emergency situation, all suspended rights and/or procedures shall be reinstated.

Operational procedures shall be developed to accomplish the actions presented in this administrative procedure.

XIII. APPLICABILITY:

These administrative procedures shall be applicable to all juvenile facilities and programs operated by or providing services to the Department that have secure housing units. Also, all students committed or ordered to and/or in the custody of the Department and housed in a juvenile facility are subject to this policy and its administrative procedures.

Signature on File

Bruce Lemmon
Commissioner

4/25/11

Date